



To: Park Board Commissioners
 From: Executive Director Reuter and the Senior Leadership Team
 Date: April 22, 2022
 Re: WEEKLY MEMO

Dates To Remember:

Date	Event	Time
April 18-29	Staff Stay Interviews	
April 24	Zumba Event, FVRC	10:30-11:30am
April 29-May 1	Seminole Sports Youth Baseball Tournament, Armstrong	All Day
April 30-May 1	One Nation Moneyball Adult Softball Tournament, McCaslin	All Day
May 4	DEI Committee Meeting	1:30pm
May 4	May the Course Be With You, CCMG	4pm-8pm
May 6	E-Sports Super Smash Bros Tournament, FVRC	6-9pm
May 6-8	Seminole Sports Youth Baseball Tournament, McCaslin	All Day
May 7	Opening Day, CCMG	11am-10pm
May 9	Summer Recreation Intern Starts, SRC	9am-5pm
May 13-15	McFadden Sports Youth Softball Tournament, Armstrong	All Day
May 15	USSSA Adult 12" Softball Tournament, McCaslin	All Day
May 18	Preschool Graduation, FVRC	9am-3pm
May 20	Preschool Graduation Celebration, CCMG	9am-3pm
May 20-22	FCA Youth Baseball Tournament, Armstrong/Glasshagel	All Day
May 20-22	CSTSBA Youth Softball Tournament, McCaslin	All Day
May 21	Youth Candyland Trail, CCMG	11am-3pm
May 21	Dance Recital, Glenbard North Auditorium	10am-12:15pm
May 25	Camp Welcome Night, SRC	5:00p-7:00p
May 27	First Day of Awesome Adventure Camp, SRC	All Day
May 27-30	CSTSBA Youth Baseball Tournament, McCaslin/Armstrong	All Day
June 19	Father's Day Fishing Derby, Bierman Park	8:30am-12pm

Strategic Goal and Initiative #1

Take Care of What We Have

- FVRC
 - All 7 variable speed drives that were damaged due to a brownout have been installed. Pumps are properly communicating with the system.
 - A problem with the geothermal system switching to cooling was discovered when needed last week. The fix requiring our entire geothermal team is scheduled at FVRC on Friday, April 22.
 - An ant problem in Rooms 120, 121, & 122 and the concession area in the storage area off the gym was addressed.

- SRC
 - The drinking fountain/bottle filler in the hall by Room 6 was installed. The void left by the removal of the drinking fountain and spittoon was bricked off. Staff will need to sand and paint the area.
 - A problem with hot water reaching the urinals and toilets was addressed a second time. It may need some additional repair and is being monitored.



- CCWP
 - Painting of the guard area was completed.
 - Plans for the renovation were received (from WT Engineering) and are being reviewed. Questions and comments will be sent to WT.
 - A new pool vacuum has been ordered. The vacuum was budgeted at \$6,000; the actual cost is just under \$5,000.
 - Electrical Contractor has completed the electric work in the guard area, lobby, and restrooms. With the exception of the outer perimeter pool lights, all lighting is controlled from the guard area. The electric for the fans has also been completed. Fan brackets have been installed. Fans will be mounted after painting is done.

- CCMG
 - The cashier area and lobby floors were cleaned.
 - Parks & Facilities will be at CCMG on Thursday April 21 to begin the outside cleanup.
 - A contractor is also doing the roof at CCMG that day.



- PARKS
 - The bid packet for the Parks on the Green project was submitted to BHFx.
 - Staff has been clearing out Buckthorn trees and invasive at Fair Oaks West.
 - Staff has been turning water on at our flush bathrooms and drinking fountains and making any necessary repairs.
 - Staff is measuring and painting sports field.
 - Staff has been preparing and grooming baseball fields for the upcoming season.
 - Staff has been getting rentable shelters ready for the season.
 - Garden plots at Slepicka Park have been rototilled for the gardening season.
 - Volleyball nets have been set up for this season.

Strategic Goal and Initiative #2

Improve Financial Position

	2022 – YTD	2021 – YTD
ActivKids Before & After Care	\$102,933	\$0
Awesome Adventure Camp	\$1,850	\$0
Dance	\$24,763	\$11,729
Days Off Club	\$10,088	\$4,795
Field Rentals	\$42,733	\$17,105
Fitness Daily Passes	\$10,640	\$9,592
Fitness Memberships	\$216,643	\$185,919

Forever Young Day Trips	\$8,319	\$624
FV & SRC Rentals	\$30,666	\$16,823
Group Swim Lessons	\$23,985	N/A
Gym Rentals	\$41,328	\$27,022
Gymnastics	\$62,336	\$26,071
Indoor Pool Rental	\$370	\$230
Lap Swim Memberships	\$11,720	\$8,586
Open Swim Passes	\$3,896	N/A
Personal Training	\$16,805	\$10,029
Preschool	\$59,168	\$21,540
Special Interest Programming	\$4,880	\$2,937
Theatre	\$18,609	\$3,417
Youth Birthday Parties	\$3,700	\$415

- Sale of surplus soft serve ice cream machine brought in \$3,325 from GovDeals.
- Personal Property Replacement Taxes to date are \$113,427.48; this compares favorably to a total of \$149,119.58 received for the full 2021 fiscal year.
- Human Resource staff completed PDRMA's 2021 Workers Compensation Payroll Audit. This audit helps PDRMA determine our 2023 rates.
- Registration & Membership Services Manager worked with ActiveNet to expand payment options for reoccurring charges to include a secondary/back-up credit card process will be put into Active Net and process will roll out as of May 1st, reducing rejected credit card payments.
- Registration & Membership Services Manager investigated chargeback notifications and successfully collected payments from customers for disputed credit card charges.
- Fifth Third Bank has committed to renew their \$2,500 annual donation to CSPD for its youth scholarship fund.
- Sponsorship – Fitness Event Zumba - \$300 – Westside Children's Therapy
- Due to the weather so far this year, we have had to cancel three full weekends of tournaments and one weekend only got one day in. Our first full tournament was completed over April 14-16 at McCaslin Park.
- The Islamic Center of Western Suburbs (ICWS), has rented the Simkus Recreation Center gymnasium for the entire month of April, 9:30pm-11:30pm. The rental is bringing in \$5,420.
- Spring Gymnastics popularity resulted in several classes needing additional staff to accommodate waitlists. An additional Baby Bugs class was also added, resulting in \$400 in revenue.
- Two theatre classes were added to accommodate waitlists, resulting in an additional \$1,060 in revenue. All four spring theatre workshops are full.

Strategic Goal and Initiative #3

Operate Parks and Facilities Efficiently

- Contract secured with PM Concessions to provide mobile concessions at Armstrong Park for select dates April through July. All permits and insurance documents have been provided by the company. A percentage of the daily sales will be disbursed to the park district on a monthly basis. The first weekend they will set up at Armstrong Park is April 29-May 1.

Strategic Goal and Initiative #4

Meet Needs of Changing Community Demographics

- May 27 was added as the first day of Awesome Adventure Camp after the finalization of the CCSD93 last day of school.
- Registration and Marketing staff are working to create a video for customers on “how to create an account online”.

Strategic Goal and Initiative #5

Develop Parks and Facilities

- With the increase of customers going through Simkus and Fountain View Recreation Centers, the Simkus Registration desk will no longer be closed for a 1-hour lunch break. Additional Staff will be scheduled to cover this timeslot.
- Marketing, Parks, and Recreation staff are working on some final ‘branding touches’ for Coyote Crossing Mini Golf to go along with the new exterior painting and new roof. They include adding the CSPD Logo to the west side of the building, and adding a new interchangeable sign at the entry of the parking lot.
- Marketing Team is coordinating with Parks Department to replace the educational signage at Balog Island. This signage explains the Purple Martin colony that inhabits the island. We are able to reuse the existing post and avoid the expense of a new one.



Strategic Goal and Initiative #6

Foster a Safe and Welcoming Environment

- The Scholarship Committee met on April 14th to review and approve three applications.
- The DEI Committee has prepared a Resolution that will be read at the May 9th Board Meeting recognizing June as Pride Month (LGBTQIA+). Other recognition will be seen around the District during the month of June.
- Marketing has created a tagline to support the District’s “everyone is welcome” campaign. The tagline can be customized (see Dance), can be added to collateral or stand alone. Marketing is also working on ‘stickers’ for use during ‘theme months’ identified by the DEI committee. These add-on’s don’t change the District’s logo, but are used in conjunction with the Logo.

Where Everyone is Welcome campaign tagline and, sample



Pride Month theme ‘sticker’



Strategic Goal and Initiative #7

Highest Quality Recreation Programs & Services

	2022 – YTD	2021 – YTD
ActivKids	871	0
Adult Softball Tournament – Thursday Nights	16	15
Adult Volleyball League	16	11
All Star Sports	106	55
Awesome Adventure Camp	959	578
Big Break Basketball Class	18	0
Coral Cove Waterpark Memberships	254	N/A
Days Off Club	311	170
Fitness Daily Passes	987	752
Fitness Memberships	1,415	1,340
Forever Young Day Trips	137	0
Forever Young Overnight Trips	19	0
Group Swim Lessons	422	N/A
Hot Shots Sports Class	30	0
Lap Swim Memberships	243	222
Open Swim	395	N/A
Personal Training	401	224
Sullivan Karate	42	9

- The Spring Fling Family Breakfast and Egg Hunt had a total of 143 participants for two separate seatings. A pancake breakfast was provided by Manny's Café, followed by an indoor egg hunt. The revenue for the event was \$2,452.



- Preschool Open House took place at Simkus Recreation Center on April 14; 31 families attended. A \$20 discount off the enrollment fee was offered for the day of the Open House and eight registered.
- The theme for Days Off Club on April 15 was Camp Preview Day. We had several new participants and some of them were already registered for Awesome Adventure Camp.



- Eight sessions of Flashlight Egg Hunt were held at Coyote Crossing Mini Golf. The hunt welcomed 359 participants and brought in \$2,720 in revenue.
- Increase in Special Interest Programming revenue due to an increase in classes offered for 2022.
- 305 tickets for the Dance Recital were sold on the first day. After 10 days, 1,077 tickets have been sold.
- Six new trips were planned for Forever Young Summer 2022: Big Run Wolf Ranch, Chicago Statues and Murals, Hits of the Decades, Air Classics of Aviation, Black Point Estate and Cruise, Chicago Treasures, and US Mailboat Tour.
- Teenie Weenie Play Time is running for the month of April. The first week had six registered and the second week had ten.



- The Carol Stream Library visited the preschool on April 13-14.



- During short hours on the Easter Holiday, 97 Fitness members came to FVRC.
- Spring 2022 Analytics to date:

	Winter Guide 2022 (digital guide)	Spring Guide 2022 (pdf guide)
views for the entire season	15,721	6,569

- Year In Review
 - Published March 22
 - 77 views
 - Video completed and posted to web blog and About Us Year in Review page. Video posted to social media. Link sent to Executive Director for weekly email and posting to board portal.

Strategic Goal and Initiative #8

Highest Quality Staff & Team

- The Fun Squad met on April 12th to discuss the upcoming events and activities for April and May.
- Superintendent of Human Resources has scheduled “Stay Interviews” with the Full Time and Regular Part Time Staff. 30-minute interviews have been scheduled for 43 employees between April 18 – April 29.
- On April 14th the Fun Squad received a special message from the Easter Bunny. He hid several eggs at all three of our buildings and sent staff on an egg hunt. Prizes were given to those who found an egg.
- Recreation Supervisor attended the IPRA Supervisor Symposium and PRDRMA Webinar “Preparing for the Aquatic Season”
- Carol Stream Park District hosted a Mini Golf Course Roundtable on Wednesday, April 6. Seven Park Districts attended. Agenda included topics on vendors, pricing, employees and obstacle courses.
- A Dance Recital Team meeting was held to motivate the team and familiarize staff with recital procedures and expectations.
- Recreation Supervisor and Coordinator attended IPRA’s Cultural Arts Zoom on April 7. Highlighted topics included recitals, ticketing, and costume delivery issues.
- An ActivKids Staff meeting was held to review safety, staff expectations, communication, and handling issues.

Miscellaneous News You Can Use...

- Community events shared on park district social media and outdoor electronic signs include:
 - Rotary Food Drive, until April 23.
 - Rotary mobile pantry at Town Center on April 25.
 - Outreach 5K Run, Walk & Wheel at Armstrong Park on May 4.
 - Village Pond and Stream Sweep on May 21.
- State Legislators passed budget that includes \$56M in OSLAD Grants; the largest amount in state history. Information on the application schedule and award timeline have not yet been released. No information was released on the awards for last year's applications.
- Human Resources Coordinator has updated the New Hire Requisition Form and Payroll Status Form to make them easier to complete online. On the new hire form, a line has been added to include "preferred name" so we can make sure that the new employee's preferred name is used on name tags, email, and other casual correspondence.
- The District is exploring a new phone system to address potential hacking threats that could compromise the current VoIP system that has been in place since 2006. The current system will not support upgrades recommended under the upcoming cyber-liability coverage plan. Staff is exploring several soft phone/virtual phone systems that total approximately \$10,000. This compares very favorable to the average systems averaging \$40,000.
- Our contractor for the replacement of the broken pipe at McCaslin has given us a quote to find the exact location of the broken pipe. This will help us make a better decision on how to proceed with the repair/replacement so that the new fiber line can be installed.
- Staff is working with AT&T to support fiber in lieu of working through a third party vendor. With AT&T fiber already being in place at all facilities, we will be able to significantly increase bandwidth for the same price and eliminating third party management of routers.
- IT installed new scanners to support the CSPD APP digital membership cards. These scanners can scan both printed and digital cards.
- Many 2016 computers have been slowing down due to their spinning hard drives. With approval, IT got new hard drives without moving parts that will be able to speed up the sluggish computers and give them "extra" working life. IT will install them as people start complaining about their slow 2016 computers.
- IT is working on fulfilling the requirements for our Cyber liability coverage.
 - EDR done – protects and remedies hacking on a pc.
 - Backup system – up and running (on-site and offsite).
 - Windows updates and additional software updates up to date
 - Old software/devices – upgraded/replaced
 - Enhanced employee training module